

Emergency Services Specialist | Menlo Park Fire Protection District

Revision Date: July 1, 2022	Origination Date:	Bargaining Unit: AFSCME
CalPERS Classification: Miscellaneous	EEOC Category: Administrative Support Workers	FLSA Status: Non-Exempt

Purpose

Under general direction of the Disaster Response Manager, plans, coordinates, organizes, and monitors emergency planning and disaster preparedness programs for the District; organizes and provides training in emergency preparedness in order to maintain a high level of readiness; provides businesses and residential citizens with emergency preparedness training and guidance to help reduce the loss of life and property resulting from a disaster; and performs related work as required.

About the Role

This single-position class is responsible for coordinating the planning and readiness of protective, relief and support services, both public and private, for response to a variety of emergency and disaster situations. The incumbent confers with representatives of all District personnel and a variety of external resources and services to accomplish program goals and objectives.

Key Duties

1. Plans, organizes, and performs emergency preparedness functions and programs.
2. Works with the District, city officials and Office of Emergency Services regarding disaster operations.
3. Participates in the development of goals, objectives and budget requests; administers budget expenditures; maintains adequate supplies of printed materials and other equipment.
4. Advises and recommends courses of action which impact the District, community relations, and public information programs.
5. Develops, trains and maintains a Community Emergency Response Team (CERT) system within the District agencies; drafts policies and procedures for the CERT program and assists with the development of Incident Action Plans for the District.
6. Ensures District emergency preparedness programs conform with federal and state requirements.
7. Assists schools, businesses, and other community groups in designing and implementing disaster plans.
8. Assists with drafting staff reports, Request for Proposals (RFPs), and related documents and reports; oversees potential contracts for emergency management.
9. Assists with or conducts presentations for elected officials or Fire Board relating to emergency management and disaster service operations.
10. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
11. Responds to local disasters or significant events within the District as necessary; provides operational support including working in a City's Emergency Operations Center.
12. Performs other related duties and responsibilities as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of local emergency management.
- Basic community emergency and disaster support and assistance resources.
- Principles and practices of public relations and public education.
- Applicable federal, state and local laws, rules, and regulations.
- Principles and practices of administrative, organizational and procedural analysis.
- Principles and practices of contract development and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Methods and techniques used in the development and utilization of emergency response and disaster preparedness systems.
- Emergency Operations Center processes and system applications.
- Principles and practices of finance, budget, accounting, bookkeeping, purchasing, and office and records management.

Ability to:

- Develop and implement new disaster programs within the District.
- Work with multiple computer programs to create brochures, training manuals, and marketing materials.
- Coordinate multiple activities, meet deadlines, and work independently with minimal supervision.
- Provide training on emergency preparedness activities and on the Incident Command System.
- Prepare clear, accurate and concise reports, procedures, and other written materials.
- Represent the District in meetings with representatives of other public and private organizations.
- Work with a diverse group of individuals and adapt the program accordingly.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate effectively with others to assimilate, understand, and convey information.
- Speak in public and give presentations.
- Interpret and apply applicable federal, state, and local laws, rules, and regulations.
- Take a proactive approach to customer service issues.
- Use and maintain equipment in a safe manner.
- Understand and carry out safety policies, rules, and regulations.
- Recognize and preserve confidentiality regarding sensitive information learned in the course of the job.
- Assist with the development of strategic plans.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three (3) years of progressively responsible administrative experience in a related public safety field, such as office of emergency services, fire, police, emergency medical, or emergency communications.

Training: Equivalent to an Associate's degree in public safety, fire science, or a related field.

Special Requirements & Working Conditions

License: Possession of a valid California driver's license Class C.
CPR/First Aid Certification is desirable.

Physical: Must possess mobility to work in an office setting or field environment; walk, stand, or sit for extended periods of time; occasionally bend, stretch, twist, reach, stoop, balance, squat, climb, crawl, kneel or assume crouched body positions; operate a motor vehicle to travel to different sites and locations; read printed materials and a computer screen; and effectively communicate in person and over the telephone. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Environment: Employees work in an office environment with moderate noise levels and controlled temperature conditions, and in the field with occasional exposure to dust, uneven surfaces, cold and hot temperatures, inclement weather conditions, noises, moving objects (machinery, vehicles, etc.), heat, fire or steam, and hand and/or power tools. Employees may work protracted and irregular hours.

The Menlo Park Fire Protection District is an Equal Opportunity Employer.

In compliance with the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.